

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 18, 2021 at 8:30 a.m. in Room 1H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Kuehl, Schmidt and Hilbert

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Ed Somers, Clearview Administrator/Executive Director; David Ehlinger, Finance Director; Kim Nass, Corporation Counsel; Lynn Hron, Clerk of Courts; Michelle Kenning, Clerk of Courts Office Manager; Becky Bell, Human Services and Health Director; Patti Hilker, Treasurer; Makenzie Drays, Sr. Accountant; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Jeramy Grossman, Communications Sergeant; David Zirbel, Administrative Support Coordinator; Kevin Schultz, Corporal-Jail; Justin Reynolds, IT Director; Brian Field, Highway Commissioner; Nate Olson, Planning/Economic Development Administrator; PJ Schoebel, Medical Examiner; Russell Freber, Physical Facilities Director; Sheriff Dale Schmidt; Dr. Victoria McGrath, McGrath Human Resources Group. Via MS Teams: Karen Gibson, County Clerk; Andrew Miller, Veteran's Service Officer;; Joe Meagher, Assistant Emergency Management Director; Tracy Malterer, UW Extension Lead; John Bohonek, County Conservationist; Scott Mittelstadt, Chief Deputy; Eileen Lifke, Assistant Finance Director; Carrie Lagerman, Payroll Coordinator.

Meeting called to order by Marsik at 8:30 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the open session minutes of the regular meeting on May 5, 2021 and the special meeting on May 10, 2021. Second by Hilbert. Motion carried without negative vote.

Sheriff Schmidt provided background on the 75/80 rounding rule utilized for some employees of the Sheriff's Office including an explanation of the rule and the 4-2 rotation schedule. Hinze explained the manual process of how Kronos applies the 75/80 rounding rule. Sheriff Schmidt explained that they may have a natural resolution over time to resolve the issue.

Hinze introduced Dr. Victoria McGrath with McGrath Human Resources Group. Dr. McGrath reviewed the complete Compensation Study process that has taken place. McGrath also reviewed the appeal results with the Committee and provided examples. Hilbert inquired how many appeals were made. Hinze responded there were 53 appeals out of 290 positions. Dr. McGrath answered questions from Committee members including: what considerations were made in the appeal process, how long-term employees are placed in the structure, compression, wage increases as a percentage verse flat amount, and how the questionnaires were reviewed. Hinze referenced and reviewed the updated Human Services and Health levels stating the changes were the result of further discussion with McGrath and Bell. Hinze noted that an appeal response has been provided to the employees that filed an appeal.

Hinze stated that there were preliminary discussions regarding the 2022 budget during the joint meeting with the Finance Committee. Hinze noted that the Health Insurance Request for Proposals are due June 4th and anticipate final numbers mid-end of June to present to the Committee early July. There was also discussion regarding the Wisconsin Consumer Price Index (CPI) used as a factor for determining cost of living increases. Dr. McGrath stated that the use of the (CPI) is the best regional information. Hinze stated that merit increases requires additional discussion and will be included as a future agenda item. Dr. McGrath remarked that if going to do merit, it needs to be worthwhile.

Hinze reviewed the consensuses previously made regarding the Paid Time Off (PTO) working draft components. Hinze stated the multipliers were used to provide a cost analysis noting that costs incur at the end of employment as the use of PTO is built into the budget as scheduled hours per year. Hinze provided and reviewed payout comparisons under current rules and projections under the tentative PTO rules. The Committee inquired if the payouts can be distributed to a Post Employment Health Plan (PEHP). Hinze stated that a meeting is scheduled later in the week to determine if a PEHP is an option. Hinze shared cost information for a short-term disability core plan with a 30 day waiting period and employee buy up options. The Committee discussed the accruals and options on how current sick time would be able to be utilized. Mielke asked the Committee to consider long-term what the County's philosophy is on recruitment and retention with the current rigid brackets and the opportunity to address it with PTO so the County is not at a disadvantage with competitors regarding flexibility. Hinze stated she will have an updated working draft at the next meeting to continue making progress so employee communication and training can start. Mielke recommended that multiple, formal presentations be planned for the County Board.

Hinze stated that the Dodge County COVID 19 Plan is set to expire on May 31, 2021 and reviewed the active provisions of the plan.

Motion by Hilbert to not extend the Dodge County COVID 19 Plan beyond May 31, 2019. Second by Greshay. Motion carried without negative vote.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Clinician I, II, or III – Children with Disabilities (LTE)	Human Services & Health
One (1) Deputy Secretary (Public Safety Administrative Specialist)	Sheriff
One (1) Purchasing Agent	Finance

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried without negative vote.

Mindemann presented an unpaid Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 06/08/2021 through 06/29/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Hilbert to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: None. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Nichole Miller, Deputy Secretary, \$17.41, 05/10/2021, Sheriff; Karen Greenwald, RN Public Health, \$28.77, 05/20/2021, Human Services & Health; Gabrielle Hesse, Social Worker II-CPS Ongoing, \$25.80, 05/17/2021, Human Services & Health. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None.

RECLASSIFICATION: None. LATERAL TRANSFER: None. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT EXTENSION: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze provided the First Quarter 2021 Human Resources budget Review report.

Future Agenda Items: Paid Time Off (PTO), Post Employment Health Plan (PEHP), contract negotiations discussions, 75/80 Rounding Rule, State of Wisconsin Consumer Price Index, Performance Management Policy and merit pay.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, June 8, 2021 at 9:00 a.m., Tuesday, June 15, 2021 at 9:00 a.m., Wednesday, July 7, 2021 at 9:30 a.m., Tuesday, July 20, 2021 at 9:00 a.m. and special joint meeting with Finance Committee on Monday, June 14, 2021 at 4:00 p.m.** which will be held in rooms 1H & I of the Administration Building

Motion by Kuehl to adjourn the meeting at 10:20 a.m. Second by Hilbert. Motion carried without negative vote.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.